



# FEDERAL LABOR RELATIONS AUTHORITY

## VACANCY ANNOUNCEMENT

### Senior Executive Service

<b>Announcement No:</b> FLRA- 03-02	<b>Opening Date:</b> 10/25/2002  <b>Closing Date:</b> 11/08/2002	<b>Job Title, Pay Plan, Series and Grade</b> Director, Policy, Planning, and Performance Management ES-301-01/05
<b>Number of Vacancies:</b> One	<b>Salary Range:</b> ES-1 \$125,972 thru ES- 5 \$138,200 Salaries include 2002 locality rate for Washington DC geographic area.	
<b>Duty Station/Agency Component:</b> Washington DC / Office of the FLRA Chairman		
<b>Who May Apply:</b> All qualified applicants. U.S. citizenship is required.	<b>Type Appointment/Work Schedule:</b> Senior Executive Service - Career Reserved Permanent Full Time	
<b>Major Duties:</b> The Director of Policy, Planning, and Performance Management reports to the Chairman of the Federal Labor Relations Authority (FLRA) and provides leadership, advice, and guidance to the FLRA Chairman on agency-wide and component-specific policy management matters. The Director will: oversee agency-wide development, implementation, and coordination of programs and policies, such as the agency's implementation of the President's Management Agenda; provide leadership to and participate with other FLRA senior executives in developing strategic plans for the accomplishment of agency initiatives; perform especially demanding, confidential, and time sensitive projects, including the development and or analysis of policy proposals for consideration by the FLRA Chairman; maintain, on behalf of the FLRA Chairman, liaison with Congressional officials, Executive branch officials, the public, and others as appropriate; and monitor and manage specific program activities, as needed and directed by the FLRA Chairman.		
<b>Conditions of Employment:</b> U.S. Citizen Post Appointment Background Investigation, as appropriate Persons newly appointed to a Senior Executive Service (SES) position must have their managerial/executive qualifications certified by FLRA's Executive Resources Board and approved by an independent Qualifications Review Board composed of executives from outside the selecting agency and convened by the Office of Personnel Management (OPM). The selected candidate will be required to serve a one-year probationary period unless he/she has already completed a probationary period in the SES as a career appointee. The selected candidate may be required to file a Financial Disclosure Statement in accordance with the Ethics in Government Act of 1978, as amended.		

**Qualifications Requirements and Evaluation Method:**

You must meet the basic Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management positions: successful completion of a full 4-year course of study in any field leading to a bachelor's degree in an accredited college or university, OR one year of specialized experience equivalent to the Federal service GS-15 level, OR an appropriate combination of education and experience. While not required, a Bachelors degree or an advanced/graduate degree with a major in public administration, policy and planning, business administration, or law is desirable.

Applicants will be evaluated on the basis of the information provided in their application package reflecting the extent of total accomplishments, experience, and education. In addition to assessing the information provided by the applicants' responses to the Knowledge, Skills, and Abilities ranking factors, the FLRA's Executive Resources Board (ERB) will evaluate application materials to determine whether applicants possess the required qualifications outlined under OPM Executive Core Qualifications (ECQs). The FLRA ERB will refer applicants who demonstrate the requisite ECQs to the FLRA Chairman for selection. In most cases, an individual's executive qualifications must also be certified by an OPM Qualifications Review Board, as a prerequisite to final selection. Veterans preferences do not apply.

**Desirable Knowledge, Skills, and Abilities Factors**

You must submit a written statement addressing each of the desirable knowledge, skills, and abilities factors listed below. Failure to address these factors may result in your application being disqualified:

1. Demonstrated ability to meet and deal effectively with high level officials concerning policy, program, performance, or legislative issues.
2. Demonstrated ability to perform demanding, confidential, and time sensitive projects for consideration by high-level officials, such as an agency head or CEO.
3. Demonstrated experience in making presentations to large and small groups, internal or external to the organization.
4. Demonstrated experience in supervising and/or managing others.
5. Demonstrated skill in oral and written communications.

**Executive Core Qualifications (ECQs)**

Executive qualifications are the primary selection criteria for the SES. While technical job-specific qualifications are important, the essence of the SES is the ability to lead. OPM has developed ECQs that represent the critical leadership skills all executives need to succeed today and in the future. Current SES Career Appointees and SES Reinstatement Eligible candidates are not required to submit ECQ statements.

You must clearly show that you possess experience of the scope and quality sufficient to effectively perform the duties of an executive by addressing the ECQs, defined below, in a written statement. Your statement of ECQs must not exceed 10 pages and should focus on accomplishments, paid or unpaid, which support possession of each of the five ECQs. The ECQs are: (1) Leading Change; (2) Leading People; (3) Results Driven; (4) Business Acumen; and (5) Building Coalitions/Communications.

**ECQ 1: LEADING CHANGE**

You must have demonstrated an ability to develop and implement an organizational vision using general management strategies. This vision must integrate key corporate or governmental goals, priorities, values, and other factors to achieve results. Inherent to it is the ability to balance change and continuity - - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

Leadership Competencies: Creativity and Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision.

**ECQ 2 - LEADING PEOPLE**

You must demonstrate the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting your organization's vision, mission, and goals. Describe your experience in strategic resource management and your experience in reducing the distance between customers and decision-makers and reshaping organizations to achieve results.

Leadership Competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty, Team Building.

**ECQ 3 - RESULTS DRIVEN**

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. It also involves using human resources and other general management tools to establish program and/or policy goals and the structure and process necessary to implement the organization's mission and strategic vision.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**ECQ 4 - BUSINESS ACUMEN**

You must demonstrate the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission; and the ability to use new technology to enhance decision making in leading planning and implementation of the President's Management Agenda initiatives of human resource capital, competitive sourcing, e-government, integration of budget and performance goals, and improved financial performance.

Leadership Competencies: Technology Management, Human Resources Management; Financial Management

**ECQ 5 - BUILDING COALITIONS/COMMUNICATION**

You must have the ability to explain, advocate, and express facts and ideas in a convincing manner; to negotiate with individuals and groups internally and externally; develop an expansive professional network with other organizations; and to identify the internal and external politics that impact the work of the organization.

Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication

In responding to each of the ECQ statements, please structure your responses in terms of the specific problem or goal (challenge); the environment in which you worked to tackle the problem or goal (context); the specific actions taken (action); and the outcome from such actions (results). Your examples should be clear and concise, and emphasize your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. Statements that describe personal beliefs or philosophies should be avoided. Additional information on the ECQs is available at [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).

**TO APPLY:**

Applicants must have U.S. citizenship. Applicants must submit an ORIGINAL AND TWO COPIES of their entire application package. Application packages must include the following:

- (1) Resume, or OF-612 or SF-171. Regardless of which document selected, it must contain the following information: Announcement Number; Full Name; Address; Day and Evening Phone Numbers; Social Security Number; Country of Citizenship; Education; Training; Work Experience; Highest Federal Civilian Grade Held and Reinstatement Eligibility (if applicable); special skills, certificates, and/or licenses; memberships in professional organizations or societies; leadership activities; and other job-related information pertinent to the position for which applying.
- (2) Applicants are required to submit a supplemental statement addressing each of the desirable Knowledge, Skills, and Abilities factors.
- (3) Applicants are required to submit a supplemental statement addressing each of the ECQs. The statement of ECQs must not exceed 10 pages. Current SES Career Appointees and SES Reinstatement Eligible candidates are not required to submit ECQ statements.
- (4) Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

To receive full consideration an application must be **received at the following address by 5:00 p.m. Eastern Standard Time on November 8, 2002:** Federal Labor Relations Authority, Human Resources Division, 607 14th Street, NW, Suite 430, Washington, DC 20005.

**If you mail your application in a franked Government envelope, you will not be considered for this position. Because mail received through the U.S. Postal Service is sometimes delayed, you may use an alternate delivery service to ensure your application is received by the closing date. You may fax your application to (202) 482-6659.**

Our evaluation will be based on the information you supply. We may also verify performance, suitability, and security information from reference checks and take that information into account in making employment offer.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, sex, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

The FLRA provides reasonable accommodations to applicants with disabilities. If you need a reasonable

accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.

#### **OTHER INFORMATION:**

Relocation expenses for this position may or may not be paid.

If you are a male and are hired, and if you were born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Benefits package: You will be eligible for performance bonuses of 5 to 20 percent of base pay for superior accomplishments. You will be covered by a defined benefit, contributory Federal retirement system. You may participate in a retirement savings investment plan that offers before tax savings and tax

deferred investment earnings. You may select one of a variety of health plans and options under the Government's Federal Employees' Health Benefits program and you may participate in the Federal Employees' Group Life and Long Term Care Insurance programs. You will earn vacation leave on the basis of years of Federal service:

- less than 3 years = earn 13 vacation days
- between 3 and 14 years = earn 20 vacation days
- 15 or more years = earn 26 vacation days

Employees also earn 13 days of sick leave per year. In addition, the Federal Government observes 10 regular paid holidays each year.

The FLRA has an employee assistance program which provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. Under certain circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit. The FLRA also participates in the Federal public transportation transit subsidy program.

#### **FLRA MISSION:**

The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by agency

Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training, and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

#### **DEFINITIONS:**

**Salary Range.** Salary for this position ranges from ES-1 to ES-5. Pay can be adjusted upward once a year. In setting pay rates, agencies consider such factors as qualifications, performance, duties and responsibilities of the position, and private sector pay. Basic pay plus locality pay for SES members may not exceed Executive Level III (\$138,200 in CY 2002).

**Probationary Period.** A one-year probationary period is required for new career appointees to the SES. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

## APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.  
Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- C Vacancy number and position title

All applicants are requested to complete the attached "Race and National Origin Background Questionnaire"

### **Personal Information**

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Reinstatement eligibility, if any
- C Highest Federal civilian job held, if any (include title, job series, and dates held)

### **Performance Appraisal**

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, Notification of Personnel Action reflecting grade, title, series, and annual pay.

### **Veterans' Status**

If you are a veteran, so state.

### **Education**

- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status. Please also indicate any reasonable accommodation needed.

### **Work Experience**

- C Title (and series/grade if Federal job)
- C Duties (for each paid and non-paid work experience related to the vacancy)
- C Employer's name and address
- C Starting and ending dates (month, day, and year)
- C Hours per week **and** beginning and ending salaries
- C Indicate if we may contact current supervisor

### **Proof of ICTAP or CTAP Eligibility**

Individuals who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof that they meet the requirements of 5 CFR 330.

### **Other Qualifications**

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

### **Mandatory Technical Qualifications, OPM Executive Core Qualifications, and /or Desirable Knowledge, Skills, Abilities Factors**

All applicants must address any listed factor in a separate document attached to their application.

### **Race and National Origin Questionnaire**

United States  
Federal Labor Relations Authority  
**Background Survey Questionnaire 79-2**

Form Approved  
OMB No. 50-RO-616

<p style="text-align: center;"><b>GENERAL INSTRUCTIONS</b></p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <hr/> <p><b>Name (Last, First, MI)</b></p> <hr/> <p><b>Position for which you are applying</b></p> <hr/> <p><b>Date (Month, Day, Year)</b></p> <hr/> <p><b>1. Social Security Number</b></p> <hr/> <p><b>2. Year of Birth 19</b></p> <hr/> <p><b>3. Do you have any <u>physical</u> disability?</b></p> <hr/>	<p style="text-align: center;"><b>PRIVACY ACT INFORMATION</b></p> <p style="text-align: center;"><b>GENERAL</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;"><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;"><b>PURPOSE AND ROUTINE USES</b></p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;"><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;"><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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**4.** How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| 01 - Private Information Service                   | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)       |
| 02 - Newspaper                                     | 10 - Agency or Other Federal Government Recruitment at School or College |
| 03 - Magazine                                      | 11 - Federal, State or Local Job Information Center                      |
| 04 - Radio   | 12 - Religious Organization  |
| 05 - TV  | 13 - School or College Counselor or Other Official                       |
| 06 - Poster  | 14 - Friend or Relative Working for Agency                               |
| 07 - Private Employment Office                     | 15 - Friend or Relative Not Working for Agency                           |
| 08 - State Employment Office (Unemployment Office) | 16 - Other (Specify) _____   |



**5.** Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

**ETHNICITY:** **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

**RACE:** **American Indian or Alaskan Native** -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. **Asian or Pacific Islander** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**Black or African American** -- A person having origins in any of the original peoples of Africa. **White** -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<b>A. Race</b>  1. American Indian or Alaskan Native 2. Asian or Pacific Islander 3. Black or African American 4. White 5. Other ( <i>Specify</i> ) _____	<b>B. Sex</b>  1. Male 2. Female	<b>C. Ethnicity</b>  1. Hispanic Origin 2. Not of Hispanic Origin
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